

**IT IS THE VENDOR'S RESPONSIBILITY TO CHECK FOR
ADDENDUMS PRIOR TO SUBMITTING PROPOSALS**

REQUEST FOR PROPOSALS SPECIFICATION NO. 03-189

Lincoln City Libraries intends to enter into a contract and invites you to submit a sealed proposal for:

COFFEE CART/STAND OPERATION At

**Loren Corey Eiseley Branch
1530 Superior St.
Lincoln, NE**

**Bess Dodson Walt Branch
6701 S. 14th St.
Lincoln, NE**

MEETING OR EXCEEDING LINCOLN CITY LIBRARIES SPECIFICATIONS

Sealed proposals will be received by Lincoln City Libraries, on or before 12:00 noon Wednesday, **August 27, 2003** in the office of the Purchasing Agent, 440 South 8th Street, Suite 200, Lincoln, Nebraska 68508. Proposals will be publicly opened reading only the names of those submitting proposals, in the Bid/Conference room located on the First Floor.

Proposer/s should take caution if U.S. mail or mail delivery services are used for the submission of proposals. Mailing should be made in sufficient time for proposals to arrive in the Purchasing Division, prior to the time and date specified above.

REQUEST FOR PROPOSALS

Lincoln City Libraries Coffee Cart/Stand Operation

1. BACKGROUND

- 1.1 The Lincoln City Libraries has space designated for a specialty type coffee cart/stand service in the Loren Corey Eiseley Branch at 1530 Superior and Bess Dodson Walt branch at 6701 S. 14th.
- 1.2 These branch libraries opened on February 2, 2002.
 - 1.2.1 This service is to be provided in an open lobby area which will accommodate a cart/stand, 10 tables and 26 chairs in approximately 400 square feet of space.
 - 1.2.1.1 The Library provides the tables and chairs.
 - 1.2.2 Water and electricity are accessible in the service area.
 - 1.2.3 All special equipment for operations of this service shall be provided by the successful proposer.
 - 1.2.3.1 This may include but not necessarily limited to microwave and refrigerator, details must be worked out with the Library.
 - 1.2.4 Customers are permitted to take drinks in covered containers into the library proper, but not into the computer labs.
- 1.3 It is the desire of the Lincoln City Libraries to enter into a multi-year (2 yr. minimum with option for renewal) contractual relationship with an individual or business to provide beverage type operations in this area.
- 1.4 The coffee cart service shall be operational and open for business as mutually agreed with successful firm and Library.
- 1.5 Floor plan is attached for your review.
- 1.6 The food and beverage operator will be expected to provide a quality menu that contains items desired by the general public and employees.
 - 1.6.1 The library reserves the right to approve the pricing of the products sold.
 - 1.6.2 The successful proposer will be required to submit a sampling of their proposed menu prior to award of contract.
 - 1.6.3 Generally speaking the products sold will be coffee and appropriate complements (as approved by the Library Board).
 - 1.6.3.1 Sale of non-beverage and non-food items can be considered.
 - 1.6.4 Deep fryers, grills, ovens or stoves will not be allowed.
- 1.7 The libraries are open seven (7) days a week.
 - 1.7.1 Monday through Thursday, 10:00 a.m. to 9:00 p.m.; Friday and Saturday, 10:00 a.m. to 6:00 p.m.; Sunday, 1:30 p.m. to 5:30 p.m.
 - 1.7.2 Open hours for the coffee cart/stand service will be negotiated with the library board
 - 1.7.3 The Library will make available up-coming meeting room schedules thereby allowing the vendor the option of opening in addition to the scheduled times to serve particular meetings.
- 1.8 Fees, commissions or rents shall be negotiated.
- 1.9 Any fee, commissions or rents may increase or decrease per negotiations with the Library Board.
- 1.10 Contractor must submit copies of their sales tax forms for the previous months with each months payment of any rents, commissions or fees.

2. SCOPE OF SERVICES

- 2.1 All staffing, supplies and equipment will be the responsibility of the operator.
- 2.2 The operator and his/her employees will **not** be employees of the City of Lincoln.
- 2.3 The operator will be required to provide an adequate number of employees to serve the public and employees.
- 2.4 Employees must be clean and appropriately dressed.
- 2.5 In connection with the performance of this Contract the successful contractor agrees to not discriminate against any employee or applicant for employment because of race, color, religion, sex, disability, national origin, age, or marital status.

- 2.5.1 In the employment of persons, the contractor shall fully comply with the provisions of Chapter 11.08 of the Lincoln Municipal Code and shall take affirmative action to ensure the applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, disability, national origin, age, or marital status.
- 2.6 The operator will be expected to provide a high quality food and beverage service satisfactory to the public and to the Library Board.
- 2.7 The Library reserves the right to review and approve all menu items.
- 2.8 The operator shall provide all licensing and permits if any required to provide such serves.
- 2.9 The operator will be responsible for all cleaning of the food and beverage areas.
- 2.10 The operator must provide Liability Insurance coverage naming the Library as Additional Insured to the extent determined by the Risk Management Office (sample attached).
 - 2.10.1 Such coverage will be incorporated into the contract provisions at the time of execution of the contract.
 - 2.10.2 The operator shall give full assurance of financial responsibilities for Workers Compensation benefits and damage by tort for liabilities that may be incurred in the performance of the activities inherent in this proposal and specified by contract provisions.
 - 2.10.3 Required insurance coverage shall reflect actual market conditions and shall include forms usual to insuring restaurant operations.
- 2.11 The operator shall indemnify and save harmless the Library and City from and against all losses, claims, damages, and expenses, including attorney's fees, arising out of or resulting from the performance of the contract that results in bodily injury, sickness, disease, death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom and is caused in whole or in part by the operator, any those directly or indirectly employed by the operator or anyone for whose acts the operator may be liable.
- 2.12 The operator will be required to pay all federal, state, and local taxes, including withholding taxes and fulfill other responsibilities of an independent contractor.
- 2.13 The operator will be required to allow the proper regulatory department to inspect the facilities at any time.
 - 2.13.1 No advance notice is required for an inspection.
- 2.14 The operator will be responsible for the removal of garbage and trash from the food and beverage area.
 - 2.14.1 A location and dumpster will be provided by the Library.
- 2.15 The operator will be compensated only through the revenues generated by the food and beverage business.
- 2.16 The operator shall operate under the provisions of the contractual agreement in such a manner as to conform with all ordinances of the City and County and the laws of the State of Nebraska, and shall give assistance to the City and County in seeking conformity with the ordinances of the City and County and laws of the State by public users.
- 2.17 The operator agrees to enforce all rules and regulations adopted by the Library covering conduct of the public, services offered, procedures, and business practices in the use of property.

3. ITEMS SUPPLIED BY THE LIBRARY

- 3.1 The Library will provide all major maintenance at the site including maintenance of the heating and air conditioning units and painting.
- 3.2 The Library will provide all exterior maintenance of the area.
- 3.3 The Library will provide all utilities.
- 3.4 The Library reserves the right to exercise general supervision and control over the area.
- 3.5 Tables and chairs for the area mentioned.

4. GENERAL TERMS

- 4.1 Signage: sizes, types of signs and sign locations within the building will be approved by the library.
 - 4.1.1 No exterior sign can be attached to the building.
- 4.2 No changes or modifications shall be made to any Library property without prior written approval of the Library.

4.3 **THE INITIAL TERM OF THE CONTRACT WILL BE TWO (2) YEARS.**

4.3.1 Renewal options are negotiable.

4.4 This agreement may be terminated by either party upon thirty (30) days written notice to the other party.

4.5 The contractor agrees to defend, indemnify, and save Library, City and their employees harmless from any liability, costs, or damages suffered by the Library and City as a result of any act of errors, omissions by the contractor, its agents, or its employees

4.6 The contractor may not assign or otherwise transfer its rights, obligations or duties under this Agreement without the written consent of the Library Board.

4.6.1 Any such transfer even with the Library's consent shall not relieve the contractor of its obligations and duties herein unless the Library assents in writing.

5. **OTHER ITEMS TO BE PROVIDED BY THE SUCCESSFUL SUBMITTER**

5.1 Provide all necessary equipment for the coffee cart service with the exception of the table and chairs in the dining area.

6. **EVALUATION PROCESS**

6.1 **QUALIFICATIONS OF THE SUBMITTER**

15 points

6.1.1 List the name, address, and phone number of the operator.

6.1.2 Please list your experience in the operation of food and beverage business.

6.1.2.1 This section of your proposal must be limited to 3 typed pages.

6.1.3 Please provide 3 references, including addresses and phone numbers, of individuals who know of your skills and experience.

6.1.4 Please provide 3 business references from institutions such as banks, creditors, or suppliers.

6.1.4.1 Include current addresses, contact person and phone number.

6.2 **BUSINESS PLAN**

35 points

6.2.1 Please submit an operational plan detailing the types of food beverages and accompanying items available on a daily basis including anticipated menu and prices.

6.2.2 Provide detailed descriptions of the type of coffee cart service you would provide.

6.2.3 List your proposed number of manager/s and your general plan to serve the public.

6.2.4 List manager/s experience and/or training in food service.

6.2.5 List your expected sales volume (in dollars), inventory costs, overhead expenses and anticipated net revenue from the operation and management of the food and beverage service.

6.2.6 List any other information which you feel will assist the Library in making a contract award.

6.2.7 Include such things as quality control methods, staff training, and employee safety.

6.2.8 Include information on such items as table coverings if any, type of dinnerware and flatware available.

6.2.9 Submit a sample menu with your proposal.

6.2.9.1 The Library reserves the right to review and approve all menu items and any changes to them.

6.2.10 This section of your proposal must be limited to 5 typed pages.

6.3 **FEES**

30 points

6.3.1 It is our desire to enter into a contractual agreement that contains the following items:

6.3.1.1 Indicate on the proposal page the monthly rental fee that you would provide to the Library in exchange for the **exclusive rights** to conduct the food and beverage business in the designated area.

6.3.1.2 Indicate on the proposal page the percent of gross sales that you would provide to the Library in the following categories:

6.3.1.3 Food and beverage sales, and non-food items, if any (DOES NOT INCLUDE ALCOHOL OR CIGARETTES).

- 6.3.2 The successful submitter must be willing to enter into a formal contract containing these terms with the Library as soon as possible after award of contract.
- 6.3.3 The Library reserves the right to reject any or all proposals deemed to be not in the best interest of the Library

6.4 INTERVIEW BY THE SELECTION COMMITTEE

20 points

- 6.4.1 Short-listed candidates will be invited to be interviewed by the Library at a designated time.
- 6.4.2 The interview panel will consist of Library Board members and professional department staff.

**PROPOSAL
SPECIFICATION NO. 03-189**

**BID OPENING TIME: 12:00 NOON
DATE: Wednesday, August, 27, 2003**

The undersigned submitter, having full knowledge of the requirements of the Library for the below listed services and the contract documents (which include Request for Proposals, Instructions, this Proposal, Specifications, Contract, and any and all addenda) and all other conditions of the Proposal, agrees to contract with the Library for the Below listed services for the performance of this Specification, complete in every respect, in strict accordance with the contract documents at and for the fees listed below.

THE REQUIREMENTS FOR: Food and Beverage Operations

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>FEES &/or %</u>
1.	Monthly Rental PER SECTIONS 1.8 - 1.10	_____
2.	Additional Value Added items not mentioned	

The undersigned signatory for the submitter represents and warrants that he has full and complete authority to submit this proposal to the Library, and to enter into a contract if this proposal is accepted.

**RETURN 7 COMPLETE COPIES OF PROPOSAL AND SUPPORTING MATERIAL.
MARK OUTSIDE OF ENVELOPE AS FOLLOWS:
PROPOSAL FOR SPEC. 03-189**

COMPANY NAME

BY (Signature)

STREET ADDRESS or P.O. BOX

(Print Name)

CITY, STATE ZIP CODE

(Title)

TELEPHONE No. FAX No.

(Date)

**EMPLOYER'S FEDERAL I.D. NO.
OR SOCIAL SECURITY NUMBER**

E-MAIL ADDRESS

INSTRUCTIONS TO PROPOSERS

CITY OF LINCOLN, NEBRASKA PURCHASING DIVISION

1. PROPOSAL PROCEDURE

- 1.1 Each RFP must be legibly printed in ink or by typewriter, include full name, business address, and telephone no. of the Proposer; and be signed in ink by the Proposer.
- 1.2 Response by a firm/organization other than a corporation must include the name and address of each member.
- 1.3 A response by a corporation must be signed in the name of such corporation by a duly authorized official thereof.
- 1.4 Any person signing a response for a firm, corporation, or other organization must show evidence of his authority so to bind such firm, corporation, or organization.
- 1.5 Proposals received after the time and date established for receiving offers will be rejected.

2. EQUAL OPPORTUNITY

- 2.1 Each proposer agrees that it shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, disability, national origin, age, or marital status. In the employment of persons, proposer shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, color, religion, sex, disability, national origin, age, or marital status.

3. DATA PRIVACY

- 3.1 Proposer agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, copyrights, patents and patent rights.
- 3.2 The proposer agrees to hold the City harmless from any claims resulting from the proposer's unlawful disclosure or use of private or confidential information.

4. PROPOSER'S REPRESENTATION

- 4.1 Each proposer by signing and submitting an offer, represents that he/she has read and understands the specification documents, and the offer has been made in accordance therewith.
- 4.2 Each offer for services further represents that the proposer is familiar with the local conditions under which the work is to be done and has correlated the observations with the requirements of the RFP.
- 4.3 Proposer warrants and represents to the City that all software/firmware/hardware/equipment/systems developed, distributed, installed or programmed by Proposer pursuant to this Specification and Agreement.
 - 4.3.1 That all date recognition and processing by the software/firmware/hardware/equipment/system will include the four-digit-year format and will correctly recognize and process the date of February 29, and any related data, during Leap years; and

- 4.3.2 That all date sorting by the software/firmware/hardware/equipment/system that includes a "year category" shall be done based on the four-digit-year format. Upon being notified in writing by the City of the failure of any software/firmware/hardware/equipment/systems to comply with this Specification and Agreement, Contractor will, within 60 days and at no cost to the City, replace or correct the non-complying software/firmware/hardware/equipment/systems with software/firmware/hardware/equipment/systems that does comply with this Specification and Agreement.

5. INDEPENDENT PRICE DETERMINATION

- 5.1 By signing and submitting this RFP, the proposer certifies that the prices offered have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, with any other proposer competitor; unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the proposer prior to RFP opening directly or indirectly to any other competitor; no attempt has been made, or will be made, by the proposer to induce any person or firm to submit, or not to submit, a response for the purpose of restricting competition.

6. SPECIFICATION CLARIFICATION

- 6.1 Proposers shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error which they may discover upon examination of specification documents.
- 6.2 Proposers desiring clarification or interpretation of the specification documents shall make a written request which must reach the Purchasing Agent at least seven (7) calendar days prior to date and time for response receipt.
- 6.3 Interpretations, corrections and changes made to the specification documents will be made by written addenda.
- 6.4 Oral interpretations/changes to Specification Documents made in any other manner, will not be binding on the City; proposers shall not rely upon oral interpretations.

7. ADDENDA

- 7.1 Addenda are written instruments issued by the City prior to the date for receipt of offers which modify or interpret the specification document by addition, deletion, clarification or correction.
- 7.2 Addenda will be mailed or delivered to all who are known by the City to have received a complete set of specification documents.
- 7.3 Copies of addenda will be made available for inspection at the office of the Purchasing Agent.

- 7.4 No addendum will be issued later than forty-eight (48) hours prior to the date and time for receipt of offers, except an addendum withdrawing the RFP, or addendum including postponement.
- 7.5 Proposers shall ascertain prior to submitting their offer that they have received all addenda issued, and they shall acknowledge receipt of addenda on the proposal form.

8. ANTI-LOBBYING PROVISION

- 8.1 During the period between the bid close date and the contract award, bidders, including their agents and representatives, shall not directly discuss or promote their bid with any member of the City Council or City Staff except in the course of City-sponsored inquiries, briefings, interviews, or presentations, unless requested by the City.

9. EVALUATION AND AWARD

- 9.1 The signed proposal shall be considered an offer on the part of the proposer. Such offer shall be deemed accepted upon issuance by the City of purchase orders, contract award notifications, or other contract documents appropriate to the work.
- 9.2 No offer shall be withdrawn for a period of ninety (90) calendar days after the time and date established for receiving offers, and each proposer agrees in submitting an offer.
- 9.3 In case of a discrepancy between the unit prices and their extensions, the unit prices shall govern.
- 9.4 The RFP process is designed to be a competitive negotiation platform, where price is not required to be the sole determinative factor; also the City has the flexibility to negotiate with a select firm or selected firms to arrive at a mutually agreeable relationship.
- 9.5 A committee will be assigned the task of reviewing the proposals received.
 - 9.5.1 The committee may request documentation from Proposer(s) of any information provided in their proposal response, or require the Proposer to clarify or expand qualification statements.
 - 9.5.2 The committee may also require a site visit and/or verbal interview with a Proposer or select group of Proposers to clarify and expand upon the proposal response.
- 9.6 The offer will be awarded to the lowest responsive, responsible proposer whose proposal will be most advantageous to the City, and as the City deem will best serve their requirements.
- 9.7 The City reserves the right to accept or reject any or all offers, parts of offers; request new proposals, waive irregularities and technicalities in offers; or to award the RFP on a split-order basis, or lump-sum basis; such as shall best serve the requirements and interests of the City.

10. INDEMNIFICATION

- 10.1 The proposer shall indemnify and hold harmless the City, its members, its officers and employees from and against all claims, damages, losses, and expenses,

including, but not limited to attorney's fees arising out of or resulting from the performance of the contract, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property other than goods, materials and equipment furnished under this contract) including the loss of use resulting therefrom; is caused in whole or part by any negligent act or omission of the proposer, any subcontractor, or anyone directly or indirectly employed by any one of them or anyone for whose acts made by any of them may be liable, regardless of whether or not it is caused by a party indemnified hereunder.

- 10.2 In any and all claims against the City or any of its members, officers or employees by an employee of the proposer, any subcontractor, anyone directly or indirectly employed by any of them or by anyone for whose acts made by any of them may be liable, the indemnification obligation under paragraph 10.1 shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for the proposer or any subcontractor under worker's or workmen's compensation acts, disability benefit acts or other employee benefit acts.

11. LAWS

- 11.1 The Laws of the State of Nebraska shall govern the rights, obligations, and remedies of the Parties under this proposal and any agreement reached as a result of this process.

12. AWARD

- 12.1 The RFP process is designed to be a competitive negotiation platform, where price is not required to be the sole determinative factor; also the City has the flexibility to negotiate with a selected firm or firms to arrive at a mutually agreeable relationship.
- 12.2 The City shall be the sole judge as to merits of the proposal, and the City's decision will be final.
- 12.3 A committee will be assigned by the Mayor with the task of reviewing the proposals received.
 - 12.3.1 The committee may request documentation from Proposer(s) of any information provided in their proposal response, or require the proposer to clarify or expand qualification statements.
 - 12.3.2 A short list of firms from proposals submitted may be selected for a presentation to the committee and ranked by committee members.
- 12.4 Final approval to enter into contract negotiations with the top ranked firm will be by the Mayor of the City of Lincoln.
- 12.5 The City shall not be liable for any expense incurred in connection with preparation of a response to this RFP.
- 12.6 The contract document shall incorporate by reference all requirements, terms and conditions of the solicitation, proposal received and all negotiated details.

INSURANCE CLAUSE TO BE USED FOR ALL CITY CONTRACTS

The Contractor shall indemnify and save harmless the City of Lincoln, Nebraska from and against all losses, claims, damages, and expenses, including attorney's fees, arising out of or resulting from the performance of the contract that results in bodily injury, sickness, disease, death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom and is caused in whole or in part by the Contractor, any subcontractor, any directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. This section will not require the Contractor to indemnify or hold harmless the City of Lincoln for any losses, claims, damages, and expenses arising out of or resulting from the negligence of the City of Lincoln, Nebraska.

Contractor shall not commence work under this contract until he has obtained all insurance required under this Section and such insurance has been approved by the City Attorney for the City of Lincoln, nor shall the Contractor allow any sub-contractor to commence work on his subcontract until all similar insurance required of the sub-contractor has been so obtained and approved.

A. Worker's Compensation Insurance and Employer's Liability Insurance

The Contractor shall take out and maintain during the life of this contract the applicable statutory Worker's Compensation Insurance with an insurance company authorized to write such insurance in this state covering all his employees, and in the case of any work sublet, the Contractor shall require the subcontractor similarly to provide statutory Worker's Compensation Insurance for the latter's employees. The Contractor shall take out and maintain during the life of this contract, Employer's Liability Insurance with a limit of \$100,000 in an insurance company authorized to write such insurance in all states where the Contractor will have employees located in the performance of this contract, and the Contractor shall require each of his subcontractors similarly to maintain common law liability insurance on his employees.

State	Statutory
Applicable Federal	Statutory
Employer's Liability	\$100,000

B. General Liability Insurance

1. The Contractor shall maintain during the life of this contract, General Liability Insurance, naming and protecting him and the City of Lincoln, its officials, employees and volunteers as insured, against claims for damages resulting from (a) bodily injury, including wrongful death, (b) personal injury liability, and (c) property damage which may arise from operations under this contract whether such operations be by himself or by any subcontractor or anyone directly or indirectly employed by either of them. The minimum acceptable limits of liability to be provided by such insurance shall be as follows:

A. Bodily Injury/Property Damage	\$1,000,000 each Occurrence \$2,000,000 Aggregate
B. Personal Injury Damage	\$1,000,000 each Occurrence
C. Contractual Liability	\$1,000,000 each Occurrence
D. Products Liability & Completed Operations	\$1,000,000 each Occurrence

2. The General Liability Insurance required by the preceding paragraph shall include the following extensions of coverage:
 - (a) The coverage shall be provided under a Commercial General Liability form or similar thereto.
 - (b) X.C.U. Coverage - if the contract requires any work procedures involving blasting, excavating, tunneling or other underground work, the liability coverage shall include Standard Blasting or Explosion Coverage, Standard Collapse Coverage, and Standard Underground Coverage commonly referred to as XCU Property Damage Liability.
 - (c) The property damage coverage shall include a Broad Form Property Damage Endorsement or similar thereto.
 - (d) Contractual Liability coverage shall be included.
 - (e) Products Liability and/or Completed Operations coverage shall be included.
 - (f) Personal Injury Liability coverage shall be included.

C. Automobile Liability Insurance

The Contractor shall take out and maintain during the life of the contract such Automobile Liability Insurance as shall protect him against claims for damages resulting from bodily injury, including wrongful death, and property damage which may arise from the operations of any owned, hired, or non-owned automobiles used by or for him in any capacity in connection with the carrying out of this contract. The minimum acceptable limits of liability to be provided by such Automobile Liability Insurance shall be as follows:

Bodily Injury and Property Damage \$1,000,000 Combined Single Limit

D. Builder's Risk Insurance (For Building Construction Contracts Only)

Unless otherwise specified where buildings are to be constructed under this contract, the Contractor shall provide and maintain fire, extended coverage, vandalism, and malicious mischief insurance, covering such building in an amount equal to one-hundred percent (100%) of the contract amount (minimum), as specified herein.

Losses, if any, shall be made payable to the City of Lincoln and Contractor as their interest may appear. A Certificate of Insurance evidencing such insurance coverage shall be filed with the City of Lincoln by the time work on the building begins and such insurance shall be subjected to the approval of the City Attorney.

E. Minimum Scope of Insurance

All Liability Insurance policies shall be written on an "occurrence" basis only. All insurance coverage are to be placed with insurers authorized to do business in the State of Nebraska and must be placed with an insurer that has an A.M. Best's Rating of no less than A:VII unless specific approval has been granted by the City of Lincoln.

F. Certificate of Insurance

All certificates of insurance shall be filed with the City of Lincoln on the standard ACCORD CERTIFICATE OF INSURANCE form showing the specific limits of insurance coverage required by the preceding Sections A, B, C, D, and showing the City of Lincoln as an additional insured. Such certificate shall specifically state that insurance policies are to be endorsed to require the insurer to provide the City of Lincoln thirty days, notice of cancellation, non-renewal or any material reduction of insurance coverage.

The floor plan is divided into several main sections:

- Top Section:** Includes a Vestibule (143), Staff Lockers (142), Men (144), Women (145), ELEC. (147), and a Corridor (146). There is also an Office (151) and another Corridor (150).
- Middle Section:** Features a large Circulation area (136) with bookshelves, a Data room (137), a Book Drop (138), and an Alcove (139). There are also Men (141) and Women (140) restrooms.
- Bottom Left Section:** Contains a Vestibule (101), Lobby (102), Wire Cage Storage (103), Storage (107), Coats (105A), and a Corridor (103). There is also a Book Drop (104).
- Bottom Right Section:** Includes a Public Service area (110), Mechanical room (111), Girls (113), Boys (112), Hallway (114), and a Youth Collection area (115). There is also a Circulation Spine (135).

The plan is heavily annotated with callouts indicating specific furniture and equipment locations, such as bookshelves (A5.1, A5.2, etc.), tables (A5.1, A5.2, etc.), chairs (A5.1, A5.2, etc.), and storage units (A5.1, A5.2, etc.).

